

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PLAN REVIEW SPECIALIST III - 1657**

**DEFINITION:**

Under general supervision, to review the more complex building plans for conformance to building regulations and zoning, Title 24, engineering, and water and sewer requirements at a public plan check counter; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the fully experienced or journey-level class in the Plan Review Specialist series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions classified at this level may be underfilled with Engineering Trainee, Junior Engineering Aide, Development Services Permit Technician, Zoning Investigator I, and Plan Review Specialists I and II, in accordance with the City's Career Advancement Program.

**\* EXAMPLES OF DUTIES:**

- Conducts plan checks of one-story residential additions for compliance with the Uniform Building Code, Title 24 (State energy), zoning, engineering, water and sewer, and minimum structural requirements;
- Checks and rechecks plans for multi-family residences and commercial projects to ensure compliance with zoning regulations;
- Coordinates master-plan processing for building permits which includes routing plans to other sections and departments as required and calculating appropriate fees;
- Completes Coastal Commission forms for all zones;
- Checks and rechecks plans for multi-family residences, commercial buildings, and tenant improvements for water and sewer requirements;
- Provides information to the public about the Uniform Building Code, State legal requirements, zoning, water and sewer, engineering and building requirements;
- Coordinates master-plan processing for water and sewer permits;
- Sells irrigation meters;
- Performs other plan check and permit issuance duties as assigned.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Four years of full-time subprofessional engineering, drafting, land surveying, or building inspection experience typically under the direction of a professional engineer, architect, land surveyor, or ICC-certified building inspector. Subprofessional engineering, land surveying, drafting, or building inspection experience must include performing one of the following: preparing construction plans and specifications; reviewing construction plans and drawings to verify site conditions and compliance with entitlements, ordinances, and regulations; or inspecting building and/or construction projects for compliance with building codes, ordinances, and regulations; **OR** four years of full-time experience managing construction projects; **OR** an Associate's Degree or higher in Engineering, Architecture, Building Construction Technology, or a closely related field, **AND** two years of experience as specified above; **OR** certification as an Engineer-in-Training (EIT) issued by a state licensing board, **AND** two years of experience as specified above. A maximum of one year of the required experience as specified above may be substituted with one of the following: possession of a valid Plans Examiner, Building Inspector, or Combination Dwelling Inspector Certificate issued from the International Code Council (ICC); or successful completion of a minimum of 30 semester/45 quarter college-level units required for an Engineering, Architectural, Building Construction Technology, or closely related degree program, including general education subjects. At least half of these units must be in mathematics, chemistry, physics, other engineering core subjects, or building construction technology. Possession of a valid California Class C Driver's License.